

Creating an Extraordinary Payment Request

An Extraordinary Payment is a payment for “Administrative” costs beyond those costs already factored into a provider’s Administrative Rate. Rate regulated Child Placing Agencies, Group Homes, and RCCs are eligible to request an Extraordinary Payment. The Request is initiated by the provider.

This User Guide outlines how to document the Extraordinary Payment Request and associated payments in eWiSACWIS as well as how to view and maintain these requests once they are documented.

1. From the desktop, go up to Create > Financial and click the Extraordinary Payment Request link. This will open the Placement Selection Page.

https://apps.dcf.wisconsin.gov/?action=OPEN&fromWhere=desktop - Placement Selection for Extrao - Windows Internet Ex...

eWiSACWIS UAT

Print Spell Check REC Help ?

Basic

Child: Search Case: County: Ashland

Placement Selection

Service Type	Placement Provider	Payee	Begin Date	End Date
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Continue Close

100%

2. Click the Search hyperlink, search the child, expand the person and cases icon, select the case, and click continue.

Person Search -- Webpage Dialog

eWiSACWIS UAT

Print Spell Check REC Help ?

Search Criteria

Last Name: First Name: Person ID: 9228193

SSN: DOB: 00/00/0000 Gender:

Street: City: ZIP Code:

☐ Incl. AKA Search Precision: Low Med High Sort By: Alpha Search

Record 1 to 1 of 1

Persons Returned

[Bear, Bambino \(9228193 \)](#) 1235 Jelly Stone Lane, Ashland Female 08/01/2009 Caucasian

Basic Person Information

Related People

Access Reports

Cases

Bear, Cindy (9223420)

CPS Family - Initial Assessment opened WorkerOne, Test M. CPS Investigations-Intake Yes None 06/19/2013 Ashland - Ashland

Create Continue Close

3. From the Placement Selection for Extraordinary Payment Request Page click the Continue button.

https://apps.dcf.wisconsin.gov/ - Placement Selection for Extraordinary Payment Request - Windows Internet Explorer

eWiSACWIS UAT

Print Spell Check Help

Basic

Child: [Bear, Bambino \(9228193\)](#) Search Case: [Bear, Cindy \(9223420\)](#) County: Ashland

Placement Selection

Service Type	Placement Provider	Payee	Begin Date	End Date
<input checked="" type="radio"/> Foster Home (Level 2+)	Rockhead, Joe (9221522)	Snaggletooth Provider Care (9221523)	05/01/2014	

Continue Close

100%

4. The Extraordinary Payment Request Page opens.

The Request Information Group Box documents demographic information specific to the Request.

The Request Details Group Box holds the specific Cost Items, Amounts, Start and End Dates, and the counties line item decision whether to accept the requested Costs. Clicking the Insert button in this Group Box allows the user to enter multiple Cost Items.

The Documentation Group Box provides an area to hold scanned images that can include the initial request initiated by the provider, the denied request, or other supporting documentation.

Lastly, the Comments Group Box presents the user with an area to document comments specific to the request.

https://appsa.dcf.wisconsin.gov/ - Extraordinary Payment Request - Windows Internet Explorer

eWISACWIS UAT

Print Spell Check Help

Request Information

Date Request Received: 05/14/2014 County: Ashland Request Status: Pending

Child: Bear, Bambino (9228193) Case: Bear, Cindy (9223420)

Provider: Rockhead, Joe (9221522) Payee: Snaggletooth Provider Care (9221523)

Placement: Foster Home (Level 2+) 05/01/2014 - Present

Request Details

Cost Category	Cost Item	Amount	Frequency	Start Date	End Date	Status	
FH: Extraordinary - Pers	FH: Staffing Costs (EP)	\$35.00	Daily	06/01/2014	00/00/0000	Approved	Delete
FH: Extraordinary - Pers	FH: Staffing Costs (EP)	\$50.00	Daily	06/01/2014	00/00/0000	Denied	Delete
FH: Extraordinary - Con:	FH: Foster Parent Traini	\$200.00	One-Time	05/19/2014	05/19/2014	Approved	Delete

Insert

Documentation

Type	Date Received	Image/Document	
Signed Agreement	05/16/2014	View	Delete Imaging Search

Insert

Comments

Comments can be documented here.

Options: Approval Go Save Close

100%

5. Once the Request is fully approved (via the Options drop-down) a payment may be generated, from the Pay hyperlink next to any approved Cost Item row.

Note: Extraordinary Payments are governed by a “Budget”. The “Budget” is calculated as a “Monthly Budget” or a “One-Time Budget” depending upon the Frequency chosen for the Cost Item.

- A Cost Item with a frequency of “One-Time” has a budget not to exceed the amount entered into the Amount field. In our example below, using the Pay hyperlink, one can document a payment for May 19th, 2014 that has a value of \$200.00 or less.
- A Cost Item with a frequency of “Monthly” has a budget not to exceed the amount entered into the Amount field. The difference between a Cost Item with a frequency of Monthly and one with a frequency of “One-Time” is that the Monthly budget resets every month, allowing the user to document a payment or multiple payments within the month as long as the total sum of all payments does not exceed the “Monthly Budget”.
- A Cost Item with a frequency of “Daily” has a budget calculated based on the Amount and the number of days within the month. So in our example below, the Approved Staffing Costs has a monthly Budget of \$980.00 in February (35*28) , \$1,050.00 in April (35*30), and \$1,085.00 in May (35*31).

https://apps.dcf.wisconsin.gov/ - Extraordinary Payment Request - Windows Internet Explorer

eWiSACWIS UAT Print Spell Check ABC Help ?

Request Information

Date Request Received: 05/14/2014 County: Ashland Request Status: Approved

Child: [Bear, Bambino \(9228193\)](#) Case: [Bear, Cindy \(9223420\)](#)

Provider: [Rockhead, Joe \(9221522\)](#) Payee: [Snaggletooth Provider Care \(9221523\)](#)

Placement: [Foster Home \(Level 2+\) 05/01/2014 - Present](#)

Request Details

Cost Category	Cost Item	Amount	Frequency	Start Date	End Date	Status	
FH: Extraordinary - Pers	FH: Staffing Costs (EP)	\$35.00	Daily	06/01/2014	12/13/2014	Approved	Pay
FH: Extraordinary - Pers	FH: Staffing Costs (EP)	\$50.00	Daily	06/01/2014	12/13/2014	Denied	
FH: Extraordinary - Cont	FH: Foster Parent Traini	\$200.00	One-Time	05/19/2014	05/19/2014	Approved	Pay

[Insert](#)

Documentation

Type	Date Received	Image/Document	
Signed Agreement	05/16/2014	View	

[Insert](#)

Comments

Comments can be documented here.

Options:

100%

6. Clicking the Pay hyperlink opens the Payment Request Page. Enter the Begin Date, End Date, and Extraordinary Costs and fully approve the Payment Request. Budget edits described above engage upon Save.

Note: The newly approved Payment can be linked to a Pending Check, if a Pending Check exists, or it will be picked up by the next Check Batch that runs (Weekly or Monthly).

Payment Request -- Webpage Dialog

eWiSACWIS UAT TM Print Spell Check Help

Payment Request Information

County: Ashland Request Date: 06/13/2014 ☐ Overpayment Repaid
Payment ID: Creator: Test Supervisor

Case Participant Information

Participant: [Bear, Bambino \(9228193\)](#) Case: [Bear, Cindy \(9223420\)](#)

Provider Information

Provider: [Rockhead, Joe \(9221522\)](#) Invoice Date: 00/00/0000
Payee: [Snaggletooth Provider Care \(9221523\)](#) Invoice Number:

Service Information

Placement: Foster Home (Level 2+) - 05/01/14 Basic Costs: \$0.00
Service Category: FH: Extraordinary - Personnel Supplemental Costs: \$0.00
Service Type: FH: Staffing Costs (EP) Exceptional Costs: \$0.00
Setting/Detail: Treatment Foster Home - Non-Relative Admin Costs: \$0.00
Begin Date: 00/00/0000 End Date: 00/00/0000 Units: Costs > Spending Limit: \$0.00
Extraordinary Costs: \$0.00
Overpayment Source #: Total Amount: \$0.00
Description:
[Payment Type Definitions](#)

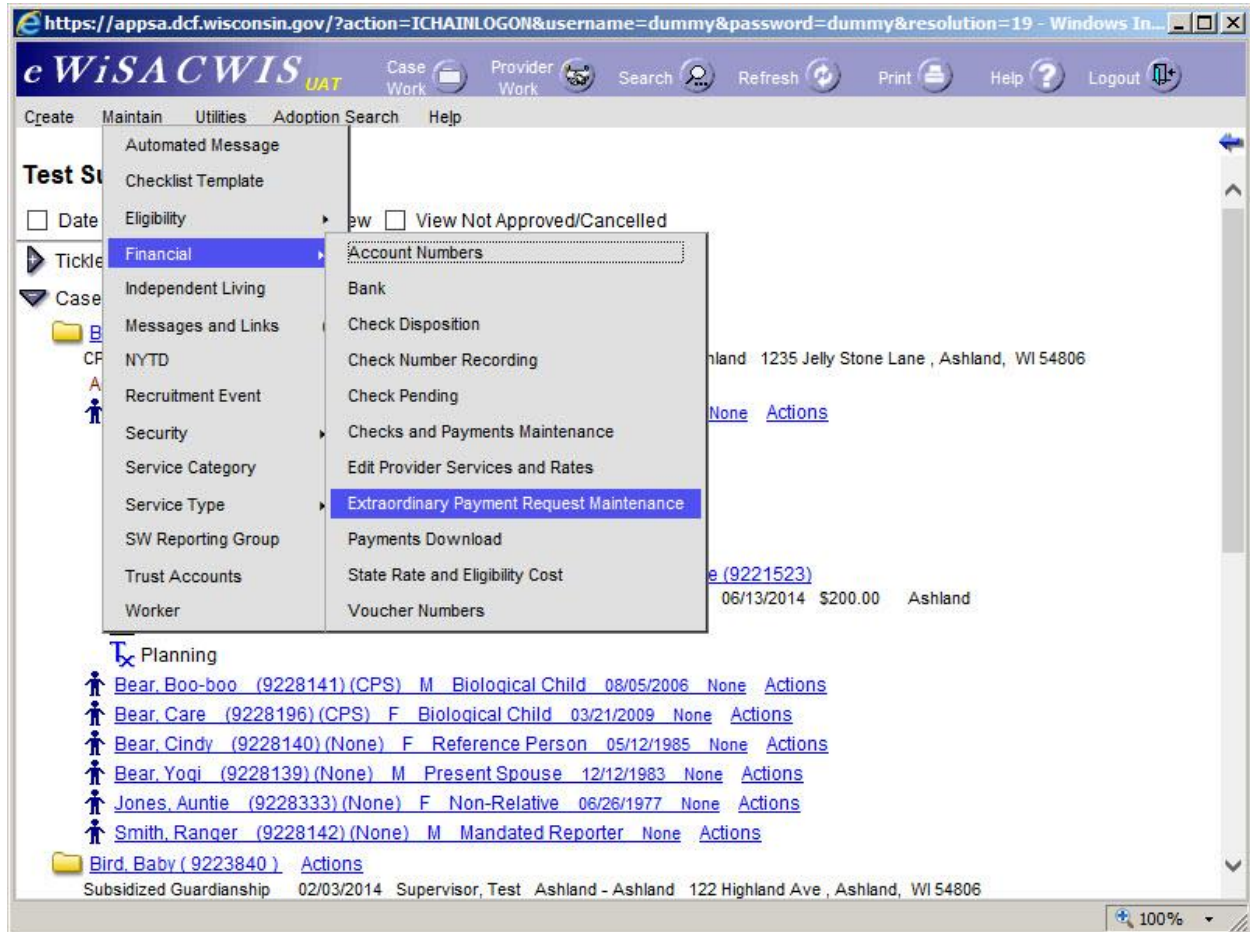
Repayment Information

Options:
Save Close

Maintaining an Extraordinary Payment Request

You do not have to have an assignment to a Case or Provider in order to maintain an Extraordinary Payment Request. A Maintenance Page exists to allow users to work with and view their Extraordinary Payment Requests.

1. From Maintain > Financial, select Extraordinary Payment Request Maintenance



2. The Extraordinary Payment Request Maintenance Page opens.

The Search Criteria Group Box allows the user to set their search criteria to return the specific results desired. Clicking the Date hyperlink will launch the actual Request allowing the user to view more details, and generate payments.

Note: There is a horizontal scroll-bar. Scroll to the right to view more of the results returned.

Note: The results returned can also be exported to a spreadsheet to be viewed using Excel.

The screenshot shows a web application titled "eWiSACWIS UAT" running in a Windows Internet Explorer browser. The URL is "https://appsa.dcf.wisconsin.gov/ - Extraordinary Payment Request Maintenance". The page has a search criteria section with the following fields:

- County: Ashland (dropdown)
- Select By: Request (dropdown)
- Records From: 00/00/0000 To: 00/00/0000
- Placement Type: (dropdown)
- Cost Category: (dropdown)
- Cost Item: (dropdown)
- Request Status: (dropdown)
- Item Status: (dropdown)
- Payee ID: (text box)
- Person ID: (text box)

Below the search criteria, there are buttons for "Clear Fields" and "Search". The search results are displayed in a table with the following data:

Date Request Received	Payee	Child	Placement Service Type
05/14/2014	Snaggletooth Provider Care (9221523)	Bear, Bambino (9228193)	Foster Home (Level 2+)
04/01/2014	Snaggletooth Provider Care (9221523)	Bear, Boo-boo (9228141)	Foster Home (Level 2+)

At the bottom of the page, there is a horizontal scroll bar and an "Options" menu with "Actions" and "Export Results" options. A "Go" button is next to the "Options" menu, and a "Close" button is in the bottom right corner.